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23 March 1973

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
General Counsel  
Inspector General  
Legislative Counsel  
Director of National Estimates

SUBJECT: Telephone Answering Procedures

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1. Attached is an advance copy of [ ] on the above subject which I have approved for distribution later next week.

2. Also attached is a list of guidelines developed by the Central Cover Staff to assist you in instructing those elements of your component that have conditions of cover to maintain to comply with the revised procedures.

[ ]

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HAROLD L. BROWNMAN  
Deputy Director  
for  
Management and Services

Attachments: 2

cc: DD/M&S Office Directors

[ ]

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